

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 43A0T1

1 JULY 2001

Manpower Standard

SECURITY FORCES COMMAND

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 204th Security Forces Squadron, Ft Bliss, TX. This ANGMS applies to the 204th Security Forces Squadron, Command mission only. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Security Forces function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 1 July 2001.

1.2. Man-hour Data Source: Operational Audit method (historical record and technical estimate techniques).

1.3. Standard Man-hour Equation: $Y = 1$ (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Major Daniel Steiner, ANG/204SFS

1.4.2. Manpower: Mr. Steve Griffith, ANG/XPME

2. APPLICATION INSTRUCTIONS. This work center requires constant manpower of four authorizations. No other application instructions apply.

3. STATEMENT OF CONDITIONS: The conditions listed below had no affect on the development of this standard. Minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

AF - Air Force

FWG – Financial Working Group

METL - Mission Essential Tasking List

POD - Process Oriented Description

TDY - Temporary Duty

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Staffing Pattern. Constant manpower.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
SECURITY FORCES COMMAND**

Table A2.1. Listing of Functional Process.

1.	MANAGEMENT.
1.1.	DIRECTS SECURITY FORCES SQUADRON. Establishes policy, directs and controls Security Forces Squadron, and performs self-assessment of flight's activity.
1.2.	DEVELOPS DIRECTIVE. Develops policy, procedure, plan, operating instruction, and checklist by researching, drafting, proofreading typed copy, and signing completed directive.
1.3.	PROVIDES GUIDANCE TO SUBORDINATE WORK CENTER. Assists subordinate work center supervisors to ensure mission accomplishment and provides advice on administrative and technical matters.
1.4.	REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report, edits listing and statistical data for impact on unit and to identify possible trend, which requires further action.
1.5.	RECEIVES AND ASSISTS VISITING OFFICIAL. Receives visitor, inspector, or other official; assists visitor to accomplish purpose of visit; and escorts visitor in restricted and/or controlled area.
1.6.	REVIEWS REPORT. Reviews, edits, and revises report as required by Air Force/Air National Guard (ANG) directive.
1.7.	INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and familiarizes newly assigned personnel with the work center.
1.8.	RATES PERFORMANCE.
1.8.1.	PREPARES PERFORMANCE REPORT. Develops performance report by researching, evaluating, drafting, proofreading typed copy, marking boxes, and signing completed report.
1.8.2.	INDORSES PERFORMANCE REPORT. Develops endorsement by researching, evaluating, drafting, proofreading typed copy, and signing completed product.

1.8.3.	NOMINATES PERSONNEL FOR AWARD. Develops recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.
1.9.	MONITORS MANAGEMENT IMPROVEMENT PROGRAM. Assists subordinate in developing improvement suggestion and processes suggestion received for evaluation.
1.10.	IDENTIFIES MISSION REQUIREMENT. Develops a mission essential task listing (METL) to identify all unit capabilities required to execute the assigned mission.
1.11.	DEVELOPS TRAINING REQUIREMENT. Insures unit-training program prepares Security Forces operators to meet METL objectives.
1.12.	INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire, or security. Identifies equipment and facility condition requiring maintenance or repair.
1.13.	SUPERVISES PERSONNEL.
1.13.1.	SCHEDULES PERSONNEL. Schedules subordinate personnel to meet mission requirement. Reviews leave requests and passes.
1.13.2.	COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and suggests area for improvement. Takes necessary corrective action required to maintain discipline.
2.	MEETING.
2.1.	PREPARES FOR MEETING. Gathers information and organizes reference material necessary to conduct or participate in meeting, briefing, or conference.
2.2.	CONDUCTS OR ATTENDS MEETING.
2.2.1.	ATTENDS FINANCIAL WORKING GROUP (FWG) MEETING.
2.2.2.	ATTENDS COMMANDER'S STAFF MEETING.
2.2.3.	ATTENDS DEPUTY COMMANDER'S MEETING.
2.2.4.	CONDUCTS COMMANDER'S CALL.
3.	UNIT MOBILITY. Assists in the preparation of the unit mobility plan, identifies mobility resources, and evaluates the unit readiness capability.
4.	STANDARDIZATION/EVALUATION. Monitors the unit

	Standardization/Evaluation program.
4.1.	INSURES COMPLIANCE. Insures standardization of procedures and compliance with directives is followed.
4.2.	PERFORMS EVALUATION. Insures the abilities and job knowledge of security forces operators are adequately evaluated to meet mission requirements. Develops corrective action for operators unable to meet performance standards.
5.	FORCE PROTECTION. Insures adequate measures are in place to protect the life and safety of all unit personnel.
5.1.	MANAGES MISHAP PREVENTION. Insures explosive safety and ground safety programs are effectively managed.
5.2.	CONDUCTS INVESTIGATION OF ACCIDENT OR INCIDENT. Investigates ground, explosive, or air traffic control incident and prepares required report.
5.3.	MANAGES RISK MANAGEMENT. Assesses and mitigates the dangers associated with the execution of the mission.
5.4.	MANAGES DEPLOYED FORCE PROTECTION. Take action to prepare and protect deployed personnel from acts of terrorism, violence, and sabotage.
6.	SECURITY FORCES MISSION. Acts as the team leader during performance of the mission for training, exercises, and operational missions.
6.1.	PERFORMS MISSION TASKING. Determines mission requirement and executes unit mobilization procedure. Coordinates requirement with higher headquarters.
6.2.	PERFORMS MISSION PLANNING. Assigns duties and responsibilities for deploying personnel and reviews/approves mission plans and warning orders. Supervises unit preparation for execution of the mission plan.
6.3.	PERFORMS MISSION DEPLOYMENT. Supervises the deployment phase of the mission.
6.4.	PERFORMS MISSION EMPLOYMENT. Controls the execution phase of the mission in the objective area.
6.5.	PERFORMS MISSION REDEPLOYMENT. Directs the return of personnel and equipment from the deployment.
7.	EQUIPMENT AND RESOURCE MANAGEMENT.

7.1.	MONITORS UNIT EQUIPMENT.
7.1.1.	MONITORS ASSIGNED EQUIPMENT. Monitors assigned equipment for storage, security, and maintenance.
7.1.2.	EVALUATES NEW MISSION REQUIREMENT. Reviews additional equipment allowance request for complete and accurate justification prior to submission to supply.
7.2.	MONITORS ASSIGNED VEHICLE. Monitors the use of assigned vehicle and ensures proper maintenance is accomplished.
7.3.	MANAGES UNIT'S BUDGET. Develops and submits projected requirement for funds, supplies, equipment, and facilities.
7.3.1.	DEVELOPS ANNUAL BUDGET ESTIMATE.
7.3.2.	RECEIVES FUNDS ALLOCATION.
7.3.3.	PREPARES QUARTERLY FUNDS DISTRIBUTION.
7.3.4.	COORDINATES ADJUSTMENT TO BUDGET.
7.3.5.	MONITORS EXPENDITURE.
8.	UNIT SPOKESPERSON. Receives inquiries for information concerning unit matters from the media and other agencies. Serves as the unit spokesperson at public events and unit capabilities demonstrations. Coordinates public relations projects.
9.	SPECIAL AND RECURRING PROJECT OR PROGRAM. Monitors special and recurring project or program that directly affects the unit.
10.	TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel to perform official job-oriented duty.
11.	UNIT TRAINING ASSEMBLY (UTA). Performs planning and scheduling task associated with preparation for UTA.
12.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Security Forces Commander	Security Forces	031PX	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.